

## Job Aid:

### Revising a Quote in COMMBUYS after a Bid Has Closed

#### This Job Aid shows how to:

- Respond to a quote revision request sent by a buyer after a bid has closed

#### Of Special Note:

Buyers may submit revision requests for various reasons:

- Clarification or additional information is needed
- A Best and Final Offer (BAFO) is requested
- An error in your quote needs correcting (e.g. "No Bid" must be changed to "No Charge" for a specific line item for awarding purposes)

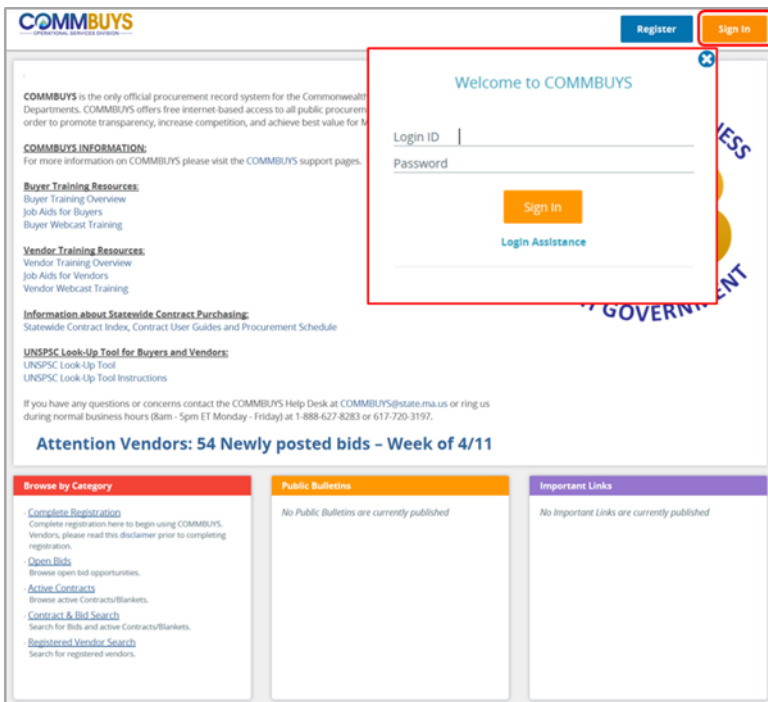
If a buyer requests a revision to your quote, you will be notified through a COMMBUYS-generated email. If the buyer attached any files to the revision request, it will be found within the Revisions tab in COMMBUYS, not the COMMBUYS-generated email.

Quotes in COMMBUYS may not be revised after the Bid Opening Date except at the buyer's request.

Only users with Seller privileges can revise a quote in COMMBUYS. These instructions assume the logged in user has Seller credentials.

#### Screenshot

#### Directions



#### Step 1: Launching COMMBUYS

- Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or ([commbuys.com](https://commbuys.com)) in your browser.
- Once the COMMBUYS landing page displays click on the **Sign In** button.
- Enter your **Login ID** and **Password** and sign in to COMMBUYS.

## Job Aid:

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#### Directions

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News(0) **Vendor Communication(1)** Bids(12357) PO(5) Quotes(8) Invoices(0) Vendor Performance(0)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
275236	Revision Email	Operational Services Division	Regina Kinney	Bid # BD-17-1080-OSD07-OSD07-8393 - request for quote revision	09/15/2016 11:49:58 AM	<a href="#">Report Title.docx</a>

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#### Step 2: Locating Requests for Quote Revisions

1. From the Homepage click on the **Vendor Communications** tab to view quote revision requests that have been sent to your company.
2. Any files upload with the Revision Request will appear under the **Attachments** column within the **Vendor Communications** tab. Click on the blue hyperlinked file name to access the attachment.

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News(0) Vendor Communication(1) Bids(12357) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(2) Submitted(4) **Revision(1)** Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

#### Step 3: Locating Quotes that Require Revision

1. Click on the **Quote** tab, and then click on the **Revision** sub-tab to view quotes that need revising.

**Note:** Each quote that has a revision request will have an identifying marker located at the end of the quote number. The first revision request will be identified with an R1, with subsequent revision requests marked as R2, R3, etc.

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News(0) Vendor Communication(1) Bids(12357) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

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Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM

#### Step 4: Reopening Quotes that Require Revision

1. Click on the hyperlinked **Quote #** to reopen the quote and start the revision process.

## Job Aid:

### Revising a Quote in COMMBUYS after a Bid Has Closed

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#### Directions

Quote QT-1080-OSD07-OSD07-15666-R1 - ABC Company, LLC

<b>Quote Number</b>	QT-1080-OSD07-OSD07-15666-R1
<b>Quote Description</b>	Quote for Temp Help

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

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#### Step 5: Acknowledging Quote Revision

1. Click **Yes** to confirm that your revised quote has not been submitted and to begin editing your quote.

Quote QT-1080-OSD07-OSD07-15666-R1 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** Back to Bid

Other Quotes for this bid by the same vendor: QT-1080-OSD07-OSD07-15666

Quote #:	QT-1080-OSD07-OSD07-15666-R1	Bid #:	BD-17-1080-OSD07-OSD07-8393
Organization:	Operational Services Division	Description*:	Quote for Temp Help
Status:	In progress	Discount Percent:	0.0 %
Delivery Days:	0	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	<input type="button" value="v"/>
Shipping Terms:	<input type="button" value="v"/>	Payment Terms:	<input type="button" value="v"/>
Ship Via Terms:	<input type="button" value="v"/>		
Promised Date: (MM/DD/YYYY)			
Due Date for Response:	09/15/2016 12:00:00 PM		
Info Contact:			
Comments:			
Date Last Updated:	09/15/2016 11:42:55 AM	User Last Updated:	J Doe

#### Step 6: Revising Quotes

1. The system will display the **General** tab. Revise your quote as prescribed by the buyer using any of the following tabs:
  - **General Tab** – modify general quote information such as **Description**
  - **Items Tab** – add, remove, or edit item information such as **Unit Cost**
  - **Questions Tab** – answer any questions posed by the buyer (if necessary)
  - **Attachments Tab** – upload or remove files and documents
2. Review for completeness and compliance with the buyer's requirements.
3. When you've completed your changes and are ready to resubmit the quote, click on the **Summary** tab.

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Quote QT-1080-OSD07-OSD07-15666-R1 - ABC Company, LLC

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** Back to Bid

**Header Information**

Quote #: QT-1080-OSD07-OSD07-15666-R1 Bid #: BD-17-1080-OSD07-OSD07-8393 Status: In progress

Organization: Operational Services Division

Description: Quote for Temp Help Delivery Days: 0 Discount Percent: 0.0

Bid Flag: Freight Terms: Alternate Bid: No Shipping Terms:

Promised Date: Info Contact: Payment Term: Quote Total: \$20.36

Due Date for Response: 09/15/2016 12:00:00 PM

Date Last Updated: 09/30/2016 01:40:21 PM User Last Updated: J Doe

Vendor accepts the terms & conditions with no exceptions.

**Attachments**

Agency Files:

Agency Forms:

Vendor Files:

Vendor Forms:

**Item Information**

Print Sequence # 1.0 : ( 80-11 - 16 ) Temp Help Services

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$20.36	0.0%	0.0%	\$0.00	\$20.36	No	No

Print Submit Quote

#### Step 7: Resubmitting the Quote

1. Review the information on the **Summary** tab for completeness and accuracy.
2. Scroll to the bottom of the page and click **Submit Quote**.
3. Click **OK** in the dialogue box to confirm your action.

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News(0) Vendor Communication(1) Bids(12355) PO(5) **Quotes(8)** Invoices(0) Vendor Performance(0)

Informal(0) Working(2) **Submitted(5)** Revision(0) Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
QT-1080-OSD07-OSD07-15710	Operational Services Division	BD-17-1080-OSD07-OSD07-8455	09/28/2016 12:00:00 AM	09/23/2016 04:07:34 PM
QT-1080-OSD07-OSD07-15663	Operational Services Division	BD-17-1080-OSD07-OSD07-8396	09/21/2016 12:00:00 AM	09/15/2016 09:50:36 AM
QT-1080-OSD07-OSD07-15664	Operational Services Division	BD-17-1080-OSD07-OSD07-8400	09/21/2016 12:00:00 AM	09/15/2016 09:53:04 AM
QT-1080-OSD07-OSD07-15666	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/15/2016 11:42:55 AM
QT-1080-OSD07-OSD07-15666-R1	Operational Services Division	BD-17-1080-OSD07-OSD07-8393	09/15/2016 11:47:15 AM	09/30/2016 01:48:46 PM

#### Step 8: Confirming Submission

1. From the **Homepage** click on the **Quotes** tab then the **Submitted** sub-tab to confirm your revised quote was submitted.

**Note:** You will also receive a COMMBUYS-generated email confirming your revised quote has been submitted.